

ANNUAL AWARDS

Staff Person of the Year

Awarded for outstanding performance of a staff member of a Chamber of Commerce/Board of Trade.

ELIGIBILITY CRITERIA:

Must have worked in a Chamber of Commerce / Board of Trade (National, Provincial or Community level, or combination thereof) for a minimum of two (2) years.

ASSESSMENT CRITERIA AND CONSIDERATIONS:

- Overall outstanding performance
- Relates with members, volunteers and the public with empathy and professionalism
- Has shown initiative for self-improvement and advancement of the Chamber
- Exemplary performance of routine job functions in one or more of the following categories: Internal operations, financial performance, membership retention/growth, advocacy and public profile, special events, special projects

SUBMISSIONS:

The nomination package should include:

- The candidate's job description
- An introductory paragraph with a brief history of the nominee's work with the Chamber
- A presentation that demonstrates what the individual has done **in the most recent fiscal year** that makes him/her an excellent candidate for the award, to include the following:

1. **Contribution to Chamber** (30 points)

Describe the employee's contribution to the organization over the past 12 months in a minimum of two of the following categories. Outline how this has impacted the success of the organization.

- a. Internal operations
- b. Financial performance
- c. Membership retention/growth
- d. Advocacy and public profile
- e. Special events
- f. Special projects / unique challenges
- g. Other

2. **Contribution to Team** (30 points)

Describe how the employee has contributed to the Chamber team including staff and volunteers in one of more of the areas:

- Contributes to a positive workplace environment
- Viewed as a role model for others
- Serves as a mentor/coach for staff and/or volunteers
- Demonstrates a positive "can-do" attitude



3. **Excellence in field** (30 points)

Describe how the employee excels in their field by addressing two or more of the following:

- a. Quality of performance
- b. Willingness to assume new challenges and responsibility
- c. Awards or recognitions received
- d. Commitment to life-long learning

1. **Other** (10 points)

- Letters of reference (3 letters from Chamber manager, Board member and another volunteer)
- Overall submission

DEADLINE FOR SUBMISSIONS: June 30th

The written submission must not exceed 5 pages in a 12 point font (excluding job description and reference letters). No other supporting materials are required - judging will be based on the aforementioned materials only.

Please send nomination package by e-mail to shelley.morris@mts.net. Please also mail/courier 4 hard copies of the package for circulation to the judges.

Only the name of the award recipients will be disclosed at the CCEC Annual Conference Awards Banquet. All other applications will remain confidential. **NO AWARD RECIPIENT NEED BE DECLARED IN ANY GIVEN YEAR.**

**PLEASE SEND YOUR NOMINATIONS TO CCEC
700-177 Lombard Ave. Winnipeg MB R3B 0W5**

Questions? Contact Shelley at shelley.morris@mts.net or 204-795-2000